

Statement of Work:
Civilian Response Corps Senior Strategy and Policy Officer

Justification

In July 2008, the Congress provided \$65 million to stand up a Civilian Response Corps (CRC) and expand operations. This requires extensive development of doctrine, concepts, and processes for management and deployment.

This task exceeds S/CRS's capacity to staff it with existing personnel. Accordingly, S/CRS seeks the assistance of an individual contractor to perform critical analytical, research, coordination, and drafting functions.

Position:

- Develops policies, concepts and doctrine to ensure shared understanding of the CRC and the requirements of civilian response. Conducts planning for future development and use of the CRC, especially force size, structure and operations. Collaborates with colleagues in CRO, CRC, S/CRS and interagency partners departments/agencies and provides expertise in developing, approving and promulgating documents to codify doctrine and socialize concepts.
- Works with interagency partners and S/CRS colleagues to assess and refine the operational processes and systems critical to the engagement of CRC members in the field. Researches and captures decisions, lessons and plans to be operationalized in the office and CRC development.
- Develops and manages deliberate lessons learned process to ensure lessons from current S/CRS and CRC deployments and earlier missions are integrated into future doctrine.
- Represents CRC-CRO interests/equities in broader USG doctrine development. Ensures doctrine informs training, operations, staffing, planning for S/CRS and the CRO/CRC.
- Represents the Response Strategy Section and the CRO (or S/CRS) in meetings, conferences, and discussion groups and special task forces to identify and discuss significant resource development issues that may have a potential impact on both short and long-range planning for civilian response.
- Plans and carries out complex, high priority, and sensitive response strategy initiatives with major impact on and significance to the overall CRC program.
- Contributes civilian response perspectives of considerable breadth and importance into conceptualizing, creating and institutionalizing a new operational framework, both in Washington and on deployments, utilizing stabilization and reconstruction strategies and resources, and integrates them with established military planning and peacekeeping processes.

- Performs other duties as assigned.

Timeframe:

February 2009 – January 2010

Location:

Contractor would be based in S/CRS, Washington, D.C.

Reporting:

This position is located in the Response Strategy Section, Division of Civilian Response Operations (CRO), Office of the Coordinator for Reconstruction and Stabilization (S/CRS), Department of State (DoS). Reports to the Civilian Response Corps Strategy Lead.